



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96205-5237

REPLY TO
ATTENTION OF:

25 AUG 2008

FKCS

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Command Policy Letter #40, Approval of Actual Expense Above 150% NTE
300% of Per Diem Rate

1. This is a new policy, effective immediately. It remains in effect until rescinded or superseded.
2. References:
 - a. Joint Federal Travel Regulation (JFTR), Volume I
 - b. Joint Travel Regulation (JTR), Volume II
3. This policy applies to all USFK military and civilian employees.
4. An actual expense allowance allows members to be reimbursed, in unusual circumstances, for actual and necessary expenses incurred while conducting official government travel that exceeds the maximum locality per diem rate. All requests must be submitted to and approved by the appropriate official to ensure proper payment.
5. Actual expense allowance requests must be submitted to the appropriate approving official prior to travel, if possible, and when approved prior to travel, annotated on the travel orders. Each USFK Service Component is responsible for ensuring that an appropriate approving official is appointed, in writing, in accordance with Appendix L of the JFTR and JTR.
6. Travelers who do not submit approval of actual expense authorizations will not be reimbursed for expenses beyond that authorized.
7. Point of contact for this policy letter is USFK RM at 723-7914 or usfkrm@korea.army.mil.

JOSEPH F. FIL, JR.
Lieutenant General, U.S. Army
Chief of Staff

DISTRIBUTION:

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This letter can be found at <http://www.usfk.mil>